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# COUNTY OF LOS ANGELES

## DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS  
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE  
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010  
(213) 738-2222 FAX (213) 637-0820

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

March 31, 2009

To: Each Department Head

From: Michael J. Henry  
Director of Personnel

Subject: **NEW STUDENT WORKER PROGRAM**

This memo will implement the new Student Worker Program which includes an update and refinement of the definition of a Student Worker and the policies, procedures and guidelines. The Program enables Student Workers to take full advantage of the new procedures.

On September 29, 2008, we provided the Board of Supervisors with a status report on the establishment of a Countywide Student Worker Program. The report provides County departments with a Student Worker policy and the Department of Human Resources (DHR) with a mechanism to monitor the Student Worker Program.

For the complete policy, please see Attachment I.

The purpose/justification of this policy will ensure that Student Workers Countywide are required to adhere to the same policies, procedures and guidelines. Further, it provides departments with a process to ensure consistency. In addition, it would require Student Workers to remain temporary, part-time, as-needed employees. Student Workers can work up to a maximum of 30 hours per week. To work more than the maximum hours stated would require approval from DHR.

The Student Worker Program is designed to provide participants with on-the-job training/experience while encouraging the participants to obtain their educational degree or professional certification. DHR staff collaborated with the Chief Executive Office and SEIU Local 721 to encourage Student Workers seeking permanent employment to take an open competitive civil service exam. In a memo dated February 27, 2009, DHR advised all department heads that we were conducting a one-time only examination for the position of Intermediate Clerk (Attachment II), which was posted February 23, 2009 with filing opening March 9, 2009 and closing March 23, 2009 and open to current Student Workers. In

addition, all Student Workers seeking permanent employment must pass a County exam and be in a reachable band to be eligible for consideration of appointment.

The revised Student Worker policy is pending consultation with SEIU Local 721 and is scheduled to become effective May 1, 2009.

These policies will enhance the operational effectiveness of the Student Worker Program. If you have any questions, please call me at (213) 974-2406 or your staff may contact Sandra Wallace Blaydow at (213) 351-8945.

MJH:STS  
SWB:lh

#### Attachments

- c: Board of Supervisors
- Deputy Chief Executive Officers
- Chief Deputies
- Administrative Deputies
- Departmental Human Resources Managers





*County of Los Angeles*  
*Department of Human Resources*  
**POLICIES, PROCEDURES, AND GUIDELINES**

Subject:	Policy Number: 516	Page(s): 2
STUDENT WORKER AND STUDENT PROFESSIONAL WORKER PROGRAM	Effective Date:	May 1, 2009
	Approved By: /s/	4/1/09

### **PURPOSE**

This policy is established for students participating in the following programs: Student Worker, Item No. 8242; Student Professional Worker I, Item No. 8243; and Student Professional Worker II, Item No. 8258. The primary purpose of this program is to provide meaningful work experience to serious students, to develop a strong work ethic and an understanding of business practices to help them prepare for full-time professional work and to assist them in obtaining a degree or certification. In addition, it is expected that serious students develop and maintain a deliberate plan to achieve measurable academic progress in the pursuit of a degree in a declared field. Upon completion of their education, student workers and student professional workers are encouraged to apply for positions with the County of Los Angeles and become permanent County employees.

### **GUIDELINES**

1. Students seeking employment under this program must meet and maintain the eligibility criteria that are defined in the minimum requirements of the class specification(s) and provide appropriate verification from an accredited academic institution to meet program objectives. For example, the minimum requirements for the Student Worker classification, Item No. 8242, are:
  - At least 16 years of age, and
  - Currently enrolled in an accredited college, community college, or business college; have academic standing equivalent to at least a freshman in college; or, currently enrolled as a junior or senior in high school.
2. Work hours shall be determined by the department's appointing authority and the student. The Student Worker and Student Professional Worker classifications are temporary, part-time positions, compensated on an hourly as-needed basis. The intent of the program is for the students to complete their educational goals and gain valuable work experience while adhering to the following:
  - Works as a temporary, part-time employee (hourly as-needed) without exceeding 30 hours per week; to exceed 30 hours per week will require approval from the Department of Human Resources.
  - Maintains an overall average of C or better.



- Not to exceed six years of continuous work.
3. Student Workers and Student Professional Workers are scheduled to work part-time (30 hours or less) to ensure that they have sufficient time to focus on their educational pursuits. However, based on the needs of the department, hours may be flexible to accommodate work during non-instructional periods and school holidays.
  4. Work assignments must be consistent with the duties and responsibilities that are outlined in the Student Worker and Student Professional Workers' class specifications. While we encourage the students to gain valuable work experience, they shall not be utilized to perform the duties and responsibilities of a permanent County classification or item.
  5. Student Workers and Student Professional Workers' continued employment is contingent upon the needs of the County and their meeting and maintaining the minimum requirements of their respective class specification(s).
  6. Student Workers and Student Professional Workers may be allowed to attend, with pay, new employee orientation, seminars, workshops, or training programs designed or coordinated by their department or the Department of Human Resources.
  7. Employment in any Student Worker classification shall not exceed six (6) years without the approval of the Department of Human Resources.

## **PROCEDURES**

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1. Departments must determine whether or not Student Workers continue to meet the minimum requirements of their classifications by requesting official school verification of current enrollment at the beginning of each school term, or evidence that the students have completed their classes in the prior or most recent school term. Verification of current enrollment and completion of classes must be kept in the official personnel file. Students may take one quarter or semester off from academic instruction per year.
2. Departments must verify that Student Workers under the age of 18 have valid work permits on file.
3. DHR will routinely monitor all departments to ensure compliance with these guidelines and report findings to the Board.

## **AUTHORITY**

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- County Code Chapter 6.28 Section 6.28.020 (B) Item Numbers

- Civil Service Rule 5.01 Standards for the classification of positions
- California Education Code Section 49110 - 49119

**DATE ISSUED/REVIEW DATE**

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Original Issue Date: August 21, 2008

Sunset Review Date: August 21, 2011

Latest revision August 21, 2008.

I acknowledge that I have received, read and understand the Student Worker and Student Professional Worker Program Policies, Procedures and Guidelines.

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Student Worker/Student Professional Worker Name      Signature

Date





**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF HUMAN RESOURCES**  
**OPEN COMPETITIVE JOB OPPORTUNITY**



**THIS ANNOUNCEMENT IS A REBULLETIN TO EXTEND THE FILING PERIOD TO MARCH 23, 2009, AND SUPERSEDES BULLETIN NO. 09-013 POSTED ON FEBRUARY 23, 2009, WITH AN ORIGINAL FILING DATE OF MARCH 9, 2009.**

**ONLY CURRENT ENROLLEES IN THE STUDENT WORKER AND STUDENT PROFESSIONAL WORKER ON-THE-JOB TRAINING PROGRAMS IN THE SERVICE OF THE COUNTY OF LOS ANGELES APPROVED BY THE DIRECTOR OF PERSONNEL MAY COMPETE IN THIS EXAMINATION FOR PERMANENT APPOINTMENT TO THE INTERMEDIATE CLERK POSITION IN ACCORDANCE WITH CIVIL SERVICE RULE 6.02(3). APPLICANTS MUST INDICATE THEIR DEPARTMENT NAME AND NUMBER ON SECTION 10 OF THE EMPLOYMENT APPLICATION. THE DEPARTMENT NUMBER IS IDENTIFIED ON APPLICANT'S PAYROLL WARRANT.**

**Bulletin No. 09-015**

**Posting Date: March 05, 2009**

<b>JOB TITLE</b>	<b><u>INTERMEDIATE CLERK (STUDENT WORKER/STUDENT PROFESSIONAL WORKER PROGRAMS)*</u></b>
<b>EXAM NUMBER</b>	R1138L
<b>FILING DATES</b>	March 09, 2009 - March 23, 2009
<b>SALARY</b>	\$2,257.45 - \$3,035.64 <b>MONTHLY</b>
<b>POSITION INFORMATION</b>	Performs specialized clerical duties requiring a working knowledge of specialized subject matter and the specialized clerical functions involved and the use of initiative and independent judgment within procedural and policy limits.
<b>ESSENTIAL JOB FUNCTIONS</b>	Processes documents according to a predetermined but specialized procedure for such purposes and formulating property descriptions, and recording and indexing court papers, transcripts, and legal process. Checks documents for completeness, accuracy, and compliance with legal and other requirements. Answers questions and gives information to the public concerning such matters as regulation, procedures, and the preparation and filing of legal forms, applications, and permit requests; acts as special receptionist or counter clerk. Keeps records of a nature requiring specialized knowledge, discrimination and judgment in the selection, compilation or computation of data to be included such as cost data records and distribution and control ledgers which can be posted without extensive knowledge of bookkeeping principles. Compares or segregates documents in cases where specialized knowledge of the function and more than a routine check for accuracy is involved as in the auditing of warrants or purchase orders. Operates office machines such as calculators, typewriters, etc., incidental to the performance of other duties. Searches records and files for data where judgment and discrimination are required in selecting or abstracting material.
<b>SELECTION REQUIREMENTS</b>	Six months' or equivalent (960 hours) clerical experience in an on-the-job training program in the service of the County of Los Angeles for Student Worker/Student Professional Worker I or II* approved by the Director of Personnel.



**Physical Class: 2 - Light:**

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**Special Requirement Information:** Requirement Information: \*To qualify, applicants must currently hold the payroll title of Student Worker, Student Professional Worker I, or Student Professional Worker II in the service of the County of Los Angeles as approved by the Director of Personnel for six months or equivalent (960 hours).

**SPECIAL INFORMATION**

**Shift:** Any Shift

**VACANCY INFORMATION**

The eligible list resulting from this examination will be used to fill vacancies throughout Los Angeles County as they occur.

**EXAMINATION CONTENT**

This examination will consist of an evaluation of training and experience based on application information weighted 100%.

Only those candidates who achieve a passing score of 70% or higher on the examination will be placed on the eligible list.

**ELIGIBILITY INFORMATION**

Successful candidates will be placed on the eligible list in the order of their score group for a period of 12 months following the date of promulgation.

**\*\*\*\* IMPORTANT INFORMATION \*\*\*\*****APPLICATION INFORMATION**

Applicants are required to submit a standard Los Angeles County Employment Application. **You have the option of filing your application either Online (via electronic submission) -OR- via hard copy submission. PLEASE SELECT ONLY ONE METHOD TO FILE YOUR APPLICATION.**

**Instructions for Filing Online:** A Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically beginning Monday, March 9, 2009 through Monday, March 23, 2009. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. TO APPLY ONLINE, click on the link below the filing address.

**Applicants who apply Online must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (213) 380-3681 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.**

**Instructions for Hard Copy Submission:** A Standard County Employment Application is available at the filing location below or may be downloaded from the Department of Human Resources website at <http://easier.co.la.ca.us/JobInfo/empapp.pdf>. (Use this only if you are not filing Online). A Standard Los Angeles County Employment Application for this position will be accepted at the indicated location on business days only between 8:00 a.m. and 5:00 p.m., beginning Monday, March 9, 2009 through Monday, March 23, 2009.

The acceptance of your application depends on whether or not you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned.

**All information supplied by applicants is subject to verification.**



**Applications may be rejected at any stage of the selection process.**

**Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:**

Department of Human Resources  
Employment Information Services Office  
3333 Wilshire Boulevard, Suite 100  
Los Angeles, CA 90010  
(213) 738-2084

On-Line Filing: To file On-Line,  
[https://easier.co.la.ca.us/easier/Applicant/applicant\\_logon.cfm?exid=1686](https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1686).

**DISABILITY  
ACCOMMODATIONS**

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 738-2057.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 738-2057. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 899-4099. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL  
OPPORTUNITY  
EMPLOYER**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT  
COMPLIANCE**

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S  
CREDIT**

**VETERANS' PREFERENCE CREDIT** of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT  
ELIGIBILITY  
INFORMATION**

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are

required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF  
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY  
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

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# COUNTY OF LOS ANGELES

## DEPARTMENT OF HUMAN RESOURCES

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3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010  
(213) 738-2222 FAX (213) 637-0820

**LISA M. GARRETT**

ACTING DIRECTOR OF PERSONNEL

July 9, 2009

To: Each Supervisor

From: Lisa M. Garrett   
Acting Director of Personnel

Subject: **STATUS REPORT ON THE STUDENT WORKER PROGRAM**

This memorandum provides an update concerning the Student Worker Program. Our last status report was sent on March 31, 2009 to all Department Heads, with copies to your Board.

The Department of Human Resources administered a one-time only examination for the position of Intermediate Clerk which was posted on February 23, 2009 with filing opening March 9, 2009 and closing on March 23, 2009 open to all current Student Workers. For informational purposes only, 943 applied – 382 were accepted, 396 never held the item, 121 did not meet the minimum requirements, 14 sent their applications early and 30 sent their applications late. Of the 382 accepted, 181 were placed in Band 1; 100 in Band 3; and 101 in Band 5.

The certification list was promulgated on May 28, 2009. Notifications were sent on the same day. Please note that all Student Workers seeking permanent employment must pass a County exam and be in a reachable band to be eligible for consideration or appointment.

The Student Worker Program manual has been completed, as well as the Student Worker policies, procedures and guidelines. We have been in consultation with SEIU Local 721 and will present both documents to SEIU Local 721 in the next two weeks. We will have a final report to you in the near future.

If you have any questions or need additional information, please contact me at (213) 974-2406 or have your staff contact Sandra Wallace Blaydow at (213) 351-8945.

LMG:MLH  
SWB:jsm

c: Deputy Chief Executive Officers  
Department Heads  
Chief Deputies  
Administrative Deputies  
Departmental Human Resources Managers  
James Adams, Senior Manager, CEO  
Maurice Cooper, Senior Analyst, CEO

*To Enrich Lives Through Effective and Caring Service*

Board meeting: 7/22/08

Item 27-A

BURKE

(# 2 of 3 Burke)

Final Report



LISA M. GARRETT  
ACTING DIRECTOR OF PERSONNEL

**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF HUMAN RESOURCES**

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(213) 738-2222 FAX (213) 637-0820

March 18, 2010

To: Each Department Head  
From: Lisa M. Garrett  
Acting Director of Personnel

Subject: **NEW STUDENT WORKER PROGRAM**

This memorandum is to provide you with information regarding the new Student Worker Program which will take effect on April 1, 2010. Please find attached the program's Policies, Procedures and Guidelines (PPG 516).

Background

There came a need to revisit the Student Worker Program when many of its participants were discovered not to be enrolled in school, have been working more than 30 hours per week and/or have exceeded more than six years of continuous work.

New Program Requirements

The intent of the new program is to ensure that all Student Workers meet the following criteria:

- At least 16 years of age
- Currently enrolled in an accredited college, community college or business college; have academic standing equivalent to at least a freshman in college; or currently enrolled as a junior or senior in high school
- During instructional periods, work as a temporary, part-time employee (hourly as needed) without exceeding 30 hours per week; in order to exceed 30 hours per week, approval from the Department of Human Resources (DHR) will be required
- Maintain an overall grade point average of C or better
- Not to exceed six years of continuous work



Each Department Head  
March 18, 2010  
Page 2

Effective April 1, 2010, all current and future Student Workers must complete and sign the attached Student Worker and Student Professional Worker Program Acknowledgement Form (PPG516) to affirm that they have received, read and will comply with the new policy. In addition to the new program requirements, departments are required to obtain from Student Workers an Official Enrollment Verification on their first day of work and an Official Transcript three weeks after the end of each term. More importantly, departments must engage Student Workers to meet their educational goals and assist them in their transition to permanency if they choose the County of Los Angeles as their employer.

In order to assist departments with the implementation of the new policy, DHR will provide a copy of the Student Worker Program instructional guide to your Departmental Human Resources Manager. The guide will also be available on the DHR Web site at a later date. John S. Mina, of my staff, will be available to assist your department when the need arises.

If you have any questions, please contact me at (213) 974-2406 or your staff may contact John S. Mina at (213) 738-2352.

LMG:MLH  
MTK:lh

#### Attachments

c: Each Supervisor  
Deputy Chief Executive Officers  
Chief Deputies  
Administrative Deputies  
Departmental Human Resources Managers  
James Adams, Senior Manager, CEO  
Maurice Cooper, Senior Analyst, CEO



*County of Los Angeles*  
*Department of Human Resources*  
**POLICIES, PROCEDURES, AND GUIDELINES**

<b>Subject:</b>  <b>STUDENT WORKER AND STUDENT PROFESSIONAL WORKER PROGRAM</b>	<b>Policy Number:</b> 516	<b>Page(s):</b> 3
	<b>Effective Date:</b> April 1, 2010	
	<b>Approved By:</b> <i>[Signature]</i>	

### **POLICY**

This policy is established for students participating in the following programs: Student Worker, Item No. 8242; Student Professional Worker I, Item No. 8243; and Student Professional Worker II, Item No. 8258. The primary purpose of this program is to provide meaningful work experience to serious students, to develop a strong work ethic and an understanding of business practices to help them prepare for full-time professional work and to assist them in obtaining a degree or certification. In addition, it is expected that serious students develop and maintain a deliberate plan to achieve measurable academic progress in the pursuit of a degree in a declared field. Upon completion of their education, student workers and student professional workers are encouraged to apply for positions with the County of Los Angeles and become permanent County employees.

### **GUIDELINES**

1. Students seeking employment under this program must meet and maintain the eligibility criteria that are defined in the minimum requirements of the class specification(s) and provide appropriate verification from an accredited academic institution to meet program objectives. For example, the minimum requirements for the Student Worker classification, Item No. 8242, are:
  - At least 16 years of age, and
  - Currently enrolled in an accredited college, community college, or business college; have academic standing equivalent to at least a freshman in college; or, currently enrolled as a junior or senior in high school.
2. Work hours shall be determined by the department's appointing authority and the student. The Student Worker and Student Professional Worker classifications are temporary, part-time positions, compensated on an hourly as-needed basis. The intent of the program is for the students to complete their educational goals and gain valuable work experience while adhering to the following:
  - During instructional periods, works as a temporary, part-time employee (hourly as-needed) without exceeding 30 hours per week; to exceed 30 hours per week will require approval from the Department of Human Resources.
  - Maintains an overall average of C or better.



- Not to exceed six years of continuous work.
3. Student Workers and Student Professional Workers are scheduled to work part-time (30 hours or less) during instructional periods to ensure that they have sufficient time to focus on their educational pursuits. However, based on the needs of the department, hours may be flexible to accommodate work during non-instructional periods and school holidays.
  4. Work assignments must be consistent with the duties and responsibilities that are outlined in the Student Worker and Student Professional Workers' class specifications. While we encourage the students to gain valuable work experience, they shall not be utilized to perform the duties and responsibilities of a permanent County classification or item.
  5. Student Workers and Student Professional Workers' continued employment is contingent upon the needs of the County and their meeting and maintaining the minimum requirements of their respective class specification(s).
  6. Student Workers and Student Professional Workers may be allowed to attend, with pay, new employee orientation, seminars, workshops, or training programs designed or coordinated by their department or the Department of Human Resources.
  7. Employment in any Student Worker classification or combination thereof shall not exceed six (6) years without the approval of the Department of Human Resources. For example, departments may request DHR to make an exception to the six-year provision based on extraordinary circumstances, such as a student who started in high school and is now working on their graduate degree.

## **PROCEDURES**

1. It is the responsibility of departments to determine whether or not Student Workers continue to meet the minimum requirements of their classifications by requiring official school verification of current enrollment at the beginning of each school quarter or semester. Additionally, departments are to obtain **official** school verification (with school seal and Registrar's receipts) that the students have completed their classes in the prior or most recent school term. Verification of current enrollment and completion of classes must be kept in the official personnel file. Students may take one quarter or semester off from academic instruction per year. The academic year includes the Fall, Winter, Spring, and Summer instructional periods.
2. Departments must verify that Student Workers under the age of 18 have valid work permits on file prior to their first day of work.

<b>Subject: STUDENT WORKER AND STUDENT PROFESSIONAL WORKER PROGRAM</b>	<b>Policy Number: 516</b>
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3. Departments shall routinely verify Student Worker employment by signing reports provided by DHR.
4. DHR shall routinely monitor all departments to ensure compliance with these guidelines. Any departmental deviations or issues of noncompliance shall be reported to the Chief Executive Officer and will be provided to the Board.

#### **AUTHORITY**

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- California Education Code Section 49110 - 49119

#### **DATE ISSUED/REVIEW DATE**

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Issue Date: April 1, 2010

Sunset Review Date: April 1, 2013



**Student Worker and Student Professional Worker Program**  
**Acknowledgement Form (PPG 516)**

On the date indicated below, I acknowledge that I received and reviewed the Department of Human Resources Policies, Procedures and Guidelines on the subject of Student Worker and Student Professional Worker Program (PPG 516) and agree to comply with this policy.

Name \_\_\_\_\_

Employee Number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please photocopy this form. Return a copy to the employee and retain the original in the employee's folder.